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ABSTRACT

In order to improve library services at the University of Pennsylvania, a two stage program for two separate library units was proposed. The Daniel W. Dietrich Library, the second unit, is described here. The physical plant needs are discussed in relation to the overall university development plan. Statements of budget and building standards are also included. Each area of the library is described in terms of its function and space allocation. (NI)

ED037050

Project Program:

THE DANIEL W. DIETRICH LIBRARY

for the UNIVERSITY OF PENNSYLVANIA

The General State Authority of

The Commonwealth of Pennsylvania

University Planning Office July, 1962

EF 001 736

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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PREFACE

The University Planning Office gratefully acknowledges the assistance it has received in the preparation of this project program from:

Dr. Kenneth M. Setton, Director of Libraries
Dr. Rudolf Hirsch, Associate Director of Libraries
Mr. Jesse C. Mills, Service Librarian
Mrs. Eleanor B. Allen, Librarian, Lippincott Library
Miss Joyce L. White, Librarian, Penniman Library
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This program was prepared by Mr. Walter Weissman, University Architect in the University Planning Office.

LIST OF ILLUSTRATIONS

Figure		Page
1	Existing Site Plan	17
2	Schematic Site Plan	23

LIST OF TABLES

Tables		Page
1	The Daniel W. Dietrich Library Estimated Budget Analysis	27
2	The Daniel W. Dietrich Library Allocation of Space	37
3	The Daniel W. Dietrich Library Capacity of Areas	39
4	The Daniel W. Dietrich Library Distribution of Program Areas	40

INTRODUCTION

The University of Pennsylvania Library has always been among the most important American university libraries in point of size and significance of collections. The number of volumes of the University Library and its departmental branches has grown to nearly two million volumes. The Library receives around 6,500 periodicals. The original University Library, which was opened in 1890, had been altered and extended over the years. It became apparent during the past decades that completely new facilities were urgently needed to accommodate the increased and steadily growing inflow of books and the greater number of readers.

In 1950 Dr. Charles W. David, then Director of Libraries, and his staff, with Harbeson, Hough, Livingston and Larson, completed a "Program of the Functions and Facilities of the Proposed Library Building for the University of Pennsylvania". This document represented an "ideal" program for a building which was never built.

In April, 1954, Dr. David and his staff issued a proposal entitled "University of Pennsylvania Library: Revised Building Program," which was based upon the economic necessity to build the new library in two stages. The principles were those of the original program.

In general, the principles outlined in the original program and incorporated in the revised program have been the basic guides for Dr. Kenneth M. Setton, Director of Libraries, and his staff in their work on the development of the two new units of the University Library.

The Commonwealth of Pennsylvania provided funds through the General State Authority for construction of the first unit, which has been named the Charles Patterson Van Pelt Library. The first unit has been completed and is now being used. General State Authority funds will be provided for construction of the second unit, which will be named the Daniel W. Dietrich Library. Title to the facilities will be vested in the Authority. Contracts with the architect and the construction firms for this project will be executed by the Authority in accordance with its standards and procedures. This program statement describes the specific requirements of the Library and the relationship of this project to the University of Pennsylvania's Development Plan.

EDUCATION AND SERVICE GOALS

The University of Pennsylvania Libraries are responsible for:

Providing adequate library resources for the support of the educational program of the University at both the undergraduate and graduate levels;

Supplying extensive materials for advanced research in all fields with which the University and its faculty are concerned;

Preserving these materials for future generations;

Providing adequate service, space, and facilities for their convenient and effective use;

And, wherever the best interests of the University are not to the contrary, supplying general reference and lending service to individual scholars as well as to research, educational and commercial organizations of the Delaware Valley, the State of Pennsylvania, and the nation.

The purposes of this second unit of the University Library are:

To provide adequate space for the proper housing of library materials and their use, beyond the first unit already constructed, in order to fulfill the requirements originally proposed in the program for the complete Library building for a reasonable period of years;

To incorporate in the same building with the University's main library collection certain smaller libraries which, by reason of lack of space in the old building, had to be located outside the old library building; namely, the

Edgar Fahs Smith Collection in the History of Chemistry and Alchemy, and the South-Asia Regional Studies Library;

To unite in the same building with the University's main Library collection certain major school and departmental libraries so that users of these libraries will have available under one roof all related materials; namely, the Lippincott Library (Wharton School) and the Penniman Library (Graduate School of Education);

To house for the convenience of all University and regional users, the Union Library Catalogue of the Philadelphia Area, which is the central index to the total library holdings in the area;

To provide a limited amount of compact storage space for little-used materials which the University is responsible for preserving for future generations;

To provide for the Main Library, and all elements to be included as part of the second unit, faculty and graduate study and research facilities, and to equip all components.

The basic concept of this building is that the second unit completes the central core of Library facilities and that the whole forms one building.

Therefore, by the union under one roof of the various libraries listed above, the University will be able to bring together previously separated materials which are directly related and which should be located in the same building; it will be able to widen the scope of reading and study of those students who previously tended to over-specialization because of library isolation; and it will increase the efficiency of operation of several smaller units by incorporating their operation with that of a larger unit.

The incorporation of these outlying elements in the University Library will release space, in various buildings they occupied, for teaching purposes.

This building will serve, at its completion, 12,350 students of the University as their principal library and 5,550 students as the principal source of materials outside their particular fields of specialization. It will serve well over half the faculty and staff of the University as their principal book source. Also, it must serve a growing student body and faculty for years to come.

Without adversely affecting continued specialization, the physical unity of the several libraries will promote inter-departmental work and broaden the scope of educational and research activities of the University.

Therefore, the purpose of this union is to develop a building which is completely integrated with the first unit and which offers the least possible impediment to circulation from one portion to another.

PHYSICAL PLANT NEEDS

The Daniel W. Dietrich Library (second unit) and the Charles Patterson Van Pelt Library (first unit) must function not as separate parts but rather as an entity. The second unit shall be designed to provide a direct extension of areas in the first unit.

The second unit, like the first, must be air-conditioned; with humidity control throughout in order to ensure the preservation of the book stock. Certain facilities must be planned to permit later installation of mechanical and electrical equipment, as technical progress makes the use of such equipment in libraries possible.

The space requirement of the second unit is 151,715 square feet gross. It is hoped that the efficient utilization of space (net program area in relation to total gross area) in the first unit can be repeated in the second.

The following statements are for the general guidance of the architects:

The second unit must connect on each of its levels with the first unit. The first unit has been arranged to provide for these connections. Communication between units must be provided on all floors. Study may prove a public connection on the ground level unnecessary. Basement and roof mechanical areas are identified in the total space provision, but their disposition will be determined by the architects.

The channels of traffic from the west to the Library, require (for the convenience of the Wharton School, the

new Social Sciences Center, the Men's Dormitories, and the future developments of the University west of 36th Street) access to the second unit directly from the College Hall quadrangle. The entrance must allow traffic, entering on the first floor, to flow as directly as possible to the individual libraries and to the first unit. Control over this door as an exit will be mandatory. However, the architects should bear in mind that such an entrance, which must lead to the first unit by a long hallway, will usurp valuable space which is sorely needed for reading and study. The possibility, therefore, of accomplishing the same purpose by some other means should be studied. The location of an entrance which will minimize corridor space and the possibility of combining the use of circulation areas with other Library program purposes should also be studied.

The site also demands considerable study. As is shown in the outline of requirements following this section, the total space requirements of those elements which preferably should be located in the ground, first and second floors amount to over 30,000 square feet per floor. The site area available between the first unit and 36th Street is limited. The present budget does not permit the purchase and removal of the Alpha Chi Rho Fraternity House which is located on 36th Street.

The functional arrangement of the first unit provides for public and technical services on the first three floors, and book storage and specialized study on the upper three floors. For obvious reasons the arrangement of unit one must be continued in the second unit. Extension of floor levels from the first into the second unit requires the same extension of function for the proper utilization of space. Such an arrangement places the reading, study, work and general book shelving of the incorporated libraries on the first three floors of the second unit, along with the expansions of areas in the first unit. On the upper levels of the second unit the book stack of the first unit must be extended directly and efficiently into the second unit, with carrels and seminar space around the periphery, as in the first unit.

The occupants of the second unit will be five new elements and the Main Library. The unit must, as far as economically and architecturally possible, fulfill the real needs of all these elements. However, in the planning, the requirements of one must not be allowed to overshadow or impinge upon the requirements of the others. Larger elements must not trespass upon the smaller.

Any adjustment of areas, which may become necessary during the design period (because of such new information as anticipated construction costs), shall be fairly apportioned among all the program elements.

It is expected that the larger incorporated libraries, particularly Lippincott, may at some future time require removal to a separate building to permit their further development. Where possible, therefore, spaces should be grouped according to type or by similar characteristics. Permanent partitions required for safety or fire protection should, preferably, separate activity zones rather than areas by users. The design of the second unit should make it possible for space, vacated in the future by one of the incorporated libraries, to be assigned another use by the Main Library at a minimum of cost.

It is suggested that the architects study the possibility of utilizing the double-height of the basement mechanical area in the adjacent unfinished basement area as the future location for tier-constructed compact book storage for ultimate expansion of the Main Library.

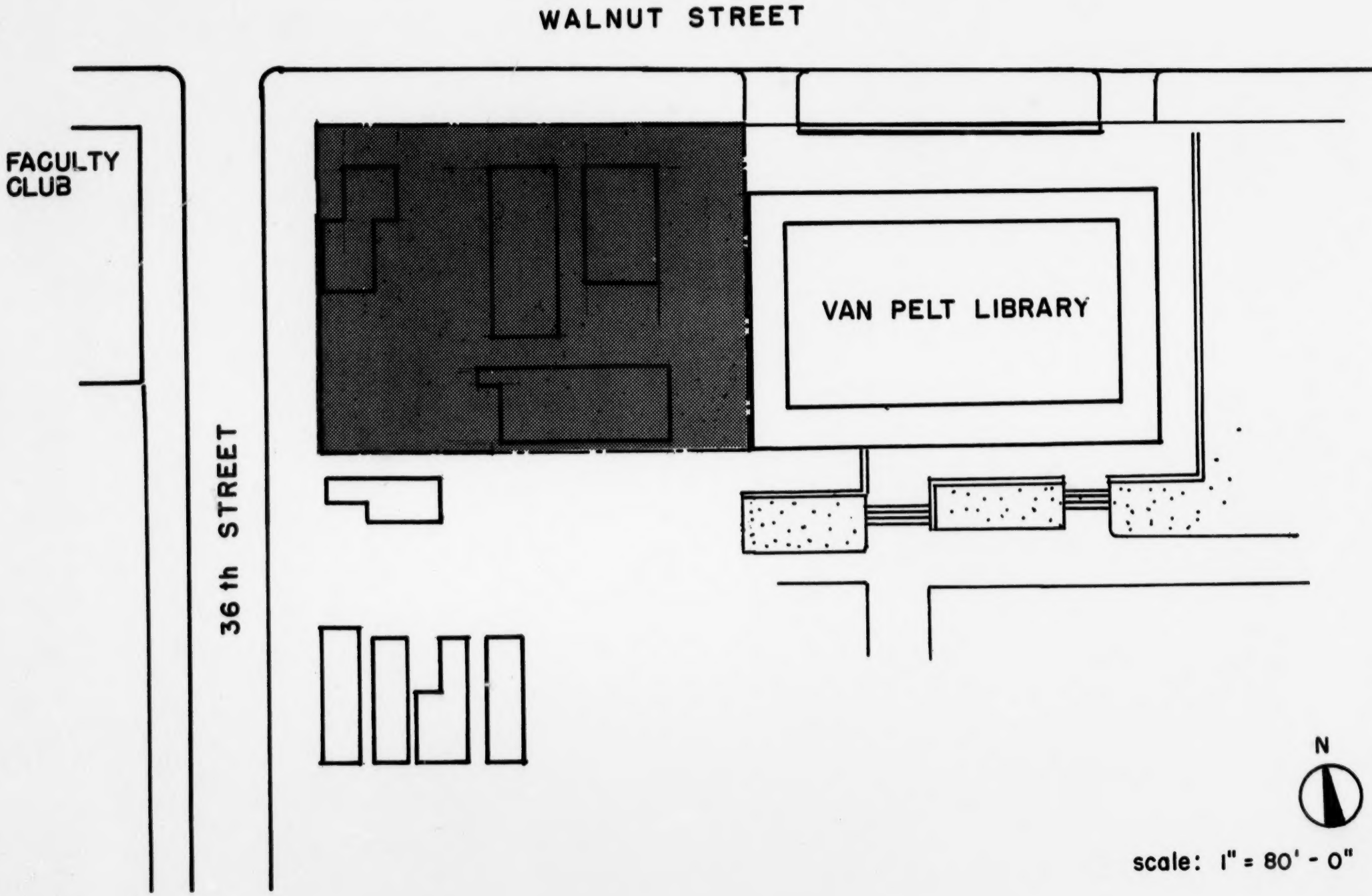

Figure 1. Daniel W. Dietrich Library
Existing Site Plan

UNIVERSITY DEVELOPMENT PLAN

Each building project being carried out on the University of Pennsylvania Campus shall be designed and executed within the context of the University Development Plan. This project should become a part of the evolving Campus pattern and relate directly to the circulation system for pedestrians and vehicles.

The Daniel W. Dietrich Library will be located to the west of and contiguous to the Van Pelt Library, forming the northwest corner of the College Hall quadrangle. This quadrangle, as indicated on the Development Plan, is at the center of gravity of Campus circulation and becomes the major space in the hierachy of space of the Campus. To realize the spatial concepts of the Development Plan, it is essential that the Daniel W. Dietrich Library be built to the full length of the house line along Walnut Street from the west face of the Van Pelt Library to the east house line of 36th Street. The proposed Site Plan, p. 23, indicates the organization of the site. This project will help to create a major entrance to the Campus at 36th Street and Walnut Street. The circulation routes indicated point up the importance of accessibility to the Daniel W. Dietrich Library from the Social Sciences quadrant at the western end of the Campus. The project design, therefore, must consistently develop from the Site Plan. There shall be no extension of the project beyond the boundaries established herein. The site of the complex of fraternity houses on 36th Street and along Locust Walk, east of 36th Street, is reserved for University development. The Director of Libraries has been requested to prepare a 25 year plan for the University library system, including required storage areas, to determine if the Main Library development can be limited to the site area outlined for the Van Pelt and Daniel W. Dietrich Library units.

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Those aspects of each project which serve to unify separate building elements into a unified and comprehensive Campus design require sensitive consideration. The height and exterior treatment of the Dietrich Library shall be subordinate to and harmonious with the Van Pelt Library.

Service to the Dietrich Library has been provided in the central services facilities and loading area of the Van Pelt Library. The internal line of services shall extend from central receiving into the Dietrich Library and then distribute vertically through its elevator core; separate from the Van Pelt vertical core.

Parking cannot be provided within the project area. The budget for this project identifies the fact that a minimum of $250,000 of University funds will be required to provide 100 parking spaces for Library personnel in an off-site University parking terminal.

The south face of the Daniel W. Dietrich Library should be located at a distance of at least 50 feet from the Alpha Rho Chi fraternity house which, for the present, will be left in place.

The site plan for the project shall be designed in collaboration with the University's landscape architectural consultant.

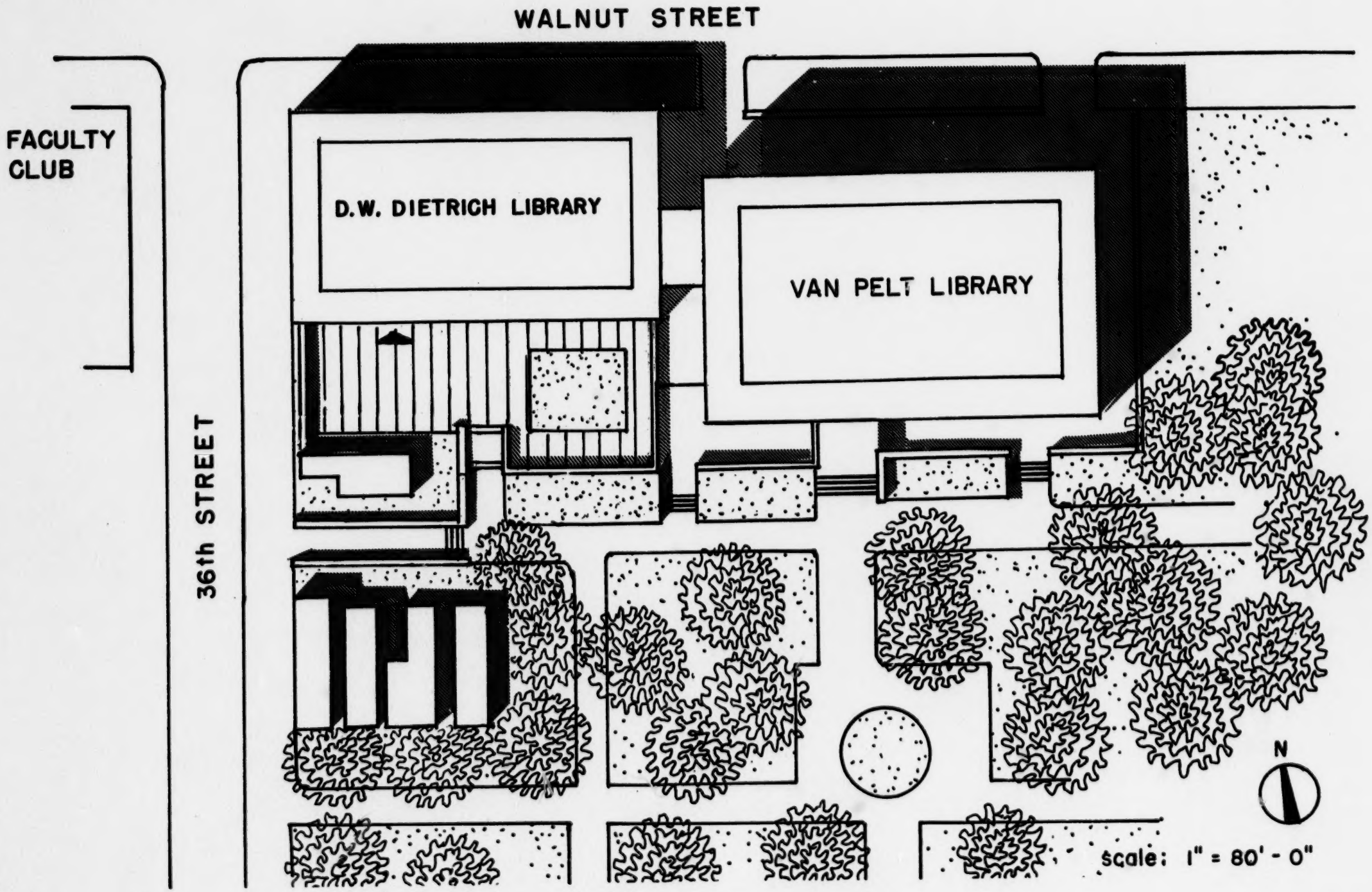

Figure 2. Daniel W. Dietrich Library
Schematic Site Plan

BUDGET

For this project the General State Authority has authorized the sum of $4,330,000 for construction and land improvements. The Authority will pay for fees and contingencies from a separate account for such purposes. The University will augment the GSA authorized funds for construction by $218,000.

TABLE 1. THE DANIEL W. DIETRICH LIBRARY
ESTIMATED BUDGET ANALYSIS

Name of Budget	Amount
General State Authority Budget (Land Acquisition and Construction)	
Land Acquisition and Demolition:	
Purchase of properties	$ --
Demolition	70,000
Construction Costs (151,715 sq ft $28/sq ft)	4,248,000
Site Improvement	60,000
Alteration to Van Pelt Library (Unit I) for connections to Dietrich Library (Unit II)[a]	170,000
Total GSA Budget	$4,548,000
University of Pennsylvania Budget[b]	
Construction	$ 218,000
Relocation of present activities	75,000
Legal Fees	5,000
Furniture	350,000
Moving Costs (books)	80,000
Architect's fee on UofP construction portion	12,000
Project contingency	10,000
Total UofP Budget	$ 750,000

Footnotes on following page.

The Business and Financial Vice President of the University expects the Architect to assume responsibility for the development of designs and contract documents for each project in a manner consistent with the established budget. This obligation to reconcile program with budget is mandatory. The University expects to be advised by the Architect of the proper development of the project. The Architect should present to the University an analysis of relative costs in relation to program areas and suggested alternatives for adjustments where required.

Footnotes for Table 1:

a. Every effort must be made to hold the area affected and the costs of such alteration to a minimum so that the savings can be applied towards the new construction.
b. Off-street parking will be provided in an off-site University parking terminal. This project will require about 100 spaces at an estimated $2,000/space = $200,000 total.

STANDARDS

General

The University of Pennsylvania's development program is creating new space for a variety of purposes and functions. Such space should be designed for economy and efficiency. The University maintains the elements of its physical plant over a very long period of time. Planning and design should recognize that there will inevitably be changes in personnel, in programs, and in use during the anticipated useful life of each facility. It is essential, therefore, that the service elements for each project (such as stairways, toilets and mechanical areas) be located as nodes or cores which will permit flexibility in the arrangement and adaptation of program areas over the years. Spaces should be grouped according to characteristics and related uses, for example: areas that are serviced by vertical utilities should be vertically grouped; library stacks may be vertically organized within the interior zone of a building; reading rooms should be vertically organized to take advantage of natural exterior light and to provide for efficient vertical circulation. The recognition and differentiation among individual use characteristics can result in an expressive architecture which reflects the variety of program activities on Campus.

Offices

Offices should be planned to accommodate changing needs. Where a number of offices are required, these should be grouped in clusters. Each cluster should contain several offices of varying sizes related to a secretarial/file/ visitor reception area. Each office group ideally should

be related to a conference or seminar room. The use of conference areas will be shared. According to University policy, individual offices should not be designed and furnished to accommodate large meetings.

Construction and Materials

University construction policy places high value upon durability and fitness for purpose. The architect is expected to exercise his best judgement and skill in the selection of materials and finishes which, in addition to meeting design objectives, will also minimize the annual maintenance and operating costs throughout the useful life of the building.

Materials should be used consistently throughout the project according to their properties and characteristics. For reasons of maintenance as well as clarity, it is preferred that the number and choice of materials be limited to a reasonable minimum. Materials used on the exterior should not be considered in the sense of "exterior treatment", but rather as expressing the building's use and construction in a utilitarian and economical manner. Exterior materials shall be in harmony with the materials of neighboring Campus structures.

It is University policy that economy of maintenance be a prime factor in the selection of materials for interiors. Especially in public areas, which will have heavy use, very durable materials are required.

Applicable municipal and state building codes regulate all University construction. Although construction undertaken by the General State Authority is normally controlled only by State regulations, agreement has been reached whereby local codes will be respected and, in case of conflict, the more stringent regulation will govern.

Mechanical Equipment and Utilities

The University maintains a distribution network for steam and electric service which it purchases from the Philadelphia Electric Company. These lines are available at the project site. Equipment is normally required in each project to receive high energy loads and for conversion to an appropriate pressure or current or adaptation to an internal system within the building.

The capacity of new mechanical equipment should be sufficient to anticipate variable future loads.

The Library's educational, service, and research operations extend throughout the school year. All the program areas must be entirely air-conditioned and humidity-controlled, in accordance with standards developed with the Library staff.

Provision should be made for conduit placement to accommodate future closed circuit television and other audio-visual aids.

The Department of Buildings and Grounds is installing a comprehensive automatic monitoring system with selective indication for temperature check in areas and in mechanical systems within buildings and in groups of buildings. The design of each building should make provision for the installation of proper equipment and control panels necessary for incorporation within this system. Coordination of the project design must be made with the University's engineering staff in the Department of Buildings and Grounds. Within the project area there are existing utility distribution lines, steam, electric, water and sewer connectors, serving the central Campus area. Information on the location of these lines as well as proposed extensions is available to the Architect and should be checked with the University's engineering staff in the Department of Buildings and Grounds.

Provision for the relocation of existing utility lines on the project site shall be made within the GSA project budget.

Maintenance

The Department of Buildings and Grounds is also responsible for the maintenance of all buildings, facilities, and utility systems. The areas of concern include the incoming utilities, the maintenance and operation of mechanical and electrical systems, repair and housekeeping functions, the safety of all University personnel and the security of all University facilities.

Based on experience, the Department of Buildings and Grounds has developed standards for its maintenance activities. To ensure conformity with these standards, each project will be reviewed by the Department of Buildings and Grounds both in preliminary and advanced stages of design.

PROGRAM

Table 2 shows the allocation of space for the Daniel W. Dietrich Library. This allocation of space may be subject to continued analysis and revision by the library staffs concerned with assisting the Architects during the preparation of sketch and preliminary drawings.

TABLE 2. THE DANIEL W. DIETRICH LIBRARY
ALLOCATION OF SPACE

Name of Area	Area in Square Feet
Main Library	
Book stack (464,500 vols @ 15 vols/sq ft)[a]	30,340
Reading Areas,[b] students (375 seats @ 20 sq ft/seat	7,500
Reading Areas, faculty (75 seats)	3,200
Research Studies, faculty (30 seats @ 60 sq ft/seat)	1,800
Graduate Seminars	6,900
Expansion Unit I (Preparations)	1,300
Exhibit Area	1,300
Conference Room	1,000
Total	53,340
Branch Libraries	
Lippincott Library	36,000
Penniman Library	23,000
South Asia Regional Library	3,300
Edgar Fahs Smith Collection	860
Union Library Catalogue	4,000
Total	67,160
Total Libraries (80%)[c]	120,500
Allowance for Mechanical Equipment, Construction, General Circulation (20%)[d]	31,215
Total Gross Area (100%)	151,715

Footnotes on following page.

Footnotes for Table 2.

a. General stack standard.
b. Includes one reading room in which old English wood paneling donated by Robert Dechert, Esq. will be installed.
c. Areas for divisions include allowance for internal circulation, storage, etc.
d. Includes unfinished basement area for future expansion.

Table 3 shows the number of seats and number of books allocated to each area.

TABLE 3. THE DANIEL W. DIETRICH LIBRARY
CAPACITY OF AREAS

Name of Area	Quantity
Seats for Readers:	
Main Library:	
Faculty Reading	75
Research Studies	30
Seminars	160
Reading Areas	375
Total	640
Branch Libraries:	
Lippincott Library[a]	520
Penniman Library	355
South Asia Regional Studies	60
Edgar Fahs Smith Collection	15
Total	950
Total Seats	1,590
Books:[a]	
Main Library:	
Seminars	34,000
Stack @ 15 vol/sq ft	420,000
Total	454,000
Branch Libraries:	
Lippincott Library	200,000
Penniman Library	190,000
South Asia Regional Studies[b]	27,000
Edgar Fahs Smith Collection[b]	17,500
Total	434,500
Total Books	888,500

a. Unfinished Basement area will provide additional capacity for future expansion and storage of books.
b. These stacks will incorporate in the Main Library Stack.

Table 4 suggests the placement and relationship of the various components of the building. The basement and second floor correspond to the ground floor and mezzanine, respectively, of the Van Pelt Library.

TABLE 4. THE DANIEL W. DIETRICH LIBRARY
DISTRIBUTION OF PROGRAM AREAS

Floor (Elevation)	Proposed Use	Area in Square Feet	
		Net	Gross
Basement (54'-6")	Union Catalogue	4,000	
	(Mechanical Services)	--	
	(Unfinished Expansion Area)	--	26,450
First (65'-9")	Main Library:		
	Reading	3,000	
	Exhibit	1,300	
	Conference	1,000	
	Preparations	1,300	
	Faculty Reading	3,200	
	Honors Seminar	1,000	
	General Reading	500	
	Lippincott Library	12,390	
	Subtotal	23,690	25,500
Second (77'-0")	Lippincott Library	10,660	
	Penniman Library	12,250	
	Subtotal	22,910	23,500
Third (88'-3")	Lippincott Library	12,950	
	Penniman Library	10,750	
	General Reading	1,000	
	Subtotal	24,700	26,500
Fourth (97'-10½")	South Asia Regional Studies	3,300	
	Main Library Stacks	13,950	
	Graduate Seminars	2,950	
	Faculty Research	900	
	Subtotal	21,100	24,400
Fifth (107'-6")	Edgar Fahs Smith Collection	860	
	Main Library Stacks	16,390	
	Graduate Seminars	2,950	
	General Reading	1,500	
	Faculty Research	900	
	Subtotal	22,600	24,400

DESCRIPTION OF AREAS

The section, PROGRAM, summarizes the areas required for the various elements which will be located in the facility. This section describes the activities for which each area is to be designed and the relationship to other areas. The number of people to be housed, the equipment needed, and other special requirements are identified. The allocation of space, the capacity of areas and the distribution of program areas, shall be as presented in the Program section. It is recognized that the figures used in this and the previous section are not always identical. The figures used in this section represent, for the most part, the original statement of needs developed for the preparation of the Project Program.

Library -- Main Library

Book Stack (27,500 sq. ft.) (plus stacks for the South Asia Regional Studies and Edgar Fahs Smith Collection).

Shelving for approximately 420,000 volumes at 15 volumes per square foot. Stack must be a continuation of the three stack levels of Unit I. Peripheral walls should be used for various types of study and research purposes, as in Unit I. Break-through of Unit I west wall into Unit II must be held to a minimum and must come at west end of central stack-floor aisles. This aisle, with the same clarity and simplicity of stack arrangement on either side of the aisle, must be continued in Unit II. Those portions of the Unit I west wall which are not broken through should be used as a barrier separating two rows of closed carrels and research studies on each floor: one row, in the area already prepared, in Unit I and another row on the Unit II side.

Reading Areas, students (7,500 sq. ft.)

These reading areas may be placed as shown in the Program or they may be scattered through the building according to architectural demands. They should be located convenient to books which will be used in them. They should be equipped with tables seating four, individual study tables, and some lounge seating. On the first floor such reading areas may be combined with hallways, if such areas can be controlled for sound and sight. Reading areas on the lower floors should be controlled, as far as possible, either by the passage of traffic or by juxtaposition to staffed areas. Reading areas classified under the heading "general" are primarily "unassigned areas" and may be used by graduates or undergraduates. Their primary purpose is to fulfill the complement of unassigned study seats required for the total student body. Open carrels on each stack floor are included in this category. Wherever possible perimeter walls should be lined with open carrels.

Reading Areas, faculty (3,200 sq. ft.)

These areas should provide faculty members with privacy for study and research away from students. One general reading room, seating at least 25 at tables; one large research room seating 20 at desks with adjacent shelves for assigned research projects; three small research rooms seating 4 in each for assigned research projects, adjacent shelves; two small typing and proof-reading rooms seating two each; one microfilm reading room accommodating four machines; and one small reading room seating ten -- total minimum number of seats: 75. Preferably this area should have as much window space as possible, and, possibly, should be located on a stack floor within or adjacent to a controlled area. Sound isolation required as far as possible; one entrance-exit to all combined facilities. Wall shelving and desk shelving. Toilets for faculty in the area.

Research Studies, faculty (1,800 sq. ft.)

Assignment to individual faculty members or to research groups for specific research projects. On each of two

stack floors provide 15 studies, each to be locked. Built in desk and shelving required. As much shelving as the space will allow. Minimum of one seat per study. Total of 30 studies at 60 square feet each.

Graduate Seminars (6,900 sq. ft.)

These rooms will be used 1) to gather in one area the basic working reference collection for graduate seminars in particular fields of study, 2) for efficient and comfortable use of these materials by graduate students, and 3) for the teaching of graduate seminar classes. If it is architecturally possible, it is desirable to locate part or all of these seminar rooms near the link between the first and second units. The distance which seminar room users must go to reach related areas of the general collection will thereby be reduced. Study seminars will require bracket shelving. Teaching seminars will require conference tables and chairs. The large seminar suggested for the First Floor will accommodate the Undergraduate Honors Program in approximately the same way that graduate seminars will fulfill the purpose of the graduate programs.

Expansion of Unit I (1,300 sq. ft.)

The openings and passageways from Unit I into Unit II were placed in Unit I at the time of planning. On the ground floor, the small staff women's lounge is to be removed and the hallway on that level continued into the second unit. On the first floor, the public passageway is to be through the student lounge into the Exhibition space specified in this program. The service passageway will be by corridor through the Cataloguing Department. The space in Unit I cut off from the Cataloguing Department for this purpose must be replaced and enlarged in the Unit II area of connection. The replacement space should be adjacent to the remaining Unit I Cataloguing space.

The two offices in Unit I occupied by the Service Librarian and his secretary will be turned over to the Circulation Department for workspace, since the Department's space in Unit I is too small.

On the second floor the public and service corridor should pass through the small conference room located there. The Conference Room specified in the present program will replace the room thus lost. On the third, fourth, and fifth floors, the passageway will be both public and service and will be a continuation of the main stack aisle.

Access to the unfinished basement expansion area should be from the ground floor in Unit II.

It is hoped that relocation of the Director of Libraries' offices on the second floor will not be necessary. The architects, however, must remember that although isolation and quiet are mandatory, an exterior view from these offices is most desirable.

Exhibition and Hall Space (1,300 sq. ft.)

It is hoped that art and other exhibition materials in the possession of the University, such as the Evans Museum which is now housed in the School of Dentistry, can be exhibited in space that will serve as the main passageway into the second unit. The elevators serving Unit II should, if possible, be located off either the exhibition or hall space. Space in Unit II will be very limited. Hallways, by themselves, must be both functional and limited and, wherever possible, combined with other library functions.

Conference Rooms, general use (1,000 sq. ft.)

Both the Lippincott Library and the Main Library conduct extensive orientation classes in the use of the Library and its resources for both graduates and undergraduates. Other elements in Unit II will have use for such a conference-class room to a lesser degree. The room must seat at one time not less than 50 students in single chairs. It must be equipped with the same facilities now provided in the smaller conference room in Unit I. Orientation classes, staff training, staff conferences, professional meetings, and some University conferences will be held here.

Basement Storage expansion area

The basement shall be excavated to the fullest extent possible to provide an area for ultimate expansion for book storage.

Lippincott Library

The integrity of the Lippincott Library, as a self-contained unit, should be preserved. Provision for operation of this element independent of the schedule for the building as a whole should be made.

The architectural concept should convey the attributes of good business organization, clarity of function and efficiency of operation. The division by floors is that dictated by the relationships of the various functions.

First Floor (Lippincott Library)

Lobby: Daily traffic anticipated through this area: 3,000 people. Should provide direct access to the other floor levels and into main reference area on same floor. Control of the building will be at the main exit-entrances. If in the future this control should prove insufficient, it will be necessary to provide subsidiary control over such a large interior area as the Lippincott Library. This area should therefore be so arranged to extend such control.

Exhibit Area and Traffic Lobby (100 sq. ft.) Immediately inside entrance to Reference area. To accommodate one exhibit case approximately 2' x 7', two large mobile bulletin boards and a book display stand approximately 1½' x 3'.

Reserve Desk Area (5,000 sq. ft.) For the charging of room-use texts and assigned readings. Should be located above circulation desk on floor below so that book lift or elevator will connect both functions. Should also be placed to exercise control over exit from entire first floor area of Lippincott Library.

Reserve counter: For charging and discharging; 30' x 2'; with aisle in front and 7' work area aisle behind. (390 sq. ft.)

Reserve Reading area: Seats for 100 at 25 sq. ft. each. Seating divided between tables for 6 and individual carrel desks. (2,500 sq. ft.)

Office for Reserve-Circulation Head: Supervision of work area (100 sq. ft.)

Closed stacks: Located behind reserve desk and not open to public. To hold assigned reading reserves, theses, uncatalogued duplicates, corporation reports, microfilms and microcards. (1,710 sq. ft.)

Open Reserves: Self-service assigned reading items in multiple copies. (300 sq. ft.)

Corporation Areas (1,400 sq. ft.) To house corporation biographies and histories, Standard & Poor's Outlook, Moody's Bond & Stock, Poor's and Moody's bound volumes, and New York Stock Exchange Listing applications. Should be located sufficiently close to Reserve Desk so that, when necessary, the Corporation Librarian can have convenient access to both areas.

Consulting area: Tables and chairs to accommodate 32 persons, with approximately 35 sq. ft. each. (1,000 sq. ft.)

Desk and Work area: For corporation librarian. Semi-private. (100 sq. ft.)

Shelving: To house materials. (300 sq. ft.)

Business Law Collection (1,400 sq. ft.) Materials on business law. This area can be self-sufficient and could be located elsewhere in the Lippincott Library.

Consulting area: Table seats for 16 persons. (550 sq. ft.)

Shelving: To house books. (850 sq. ft.)

Microfilm Reading Room (210 sq. ft.) Space for 2 microcard readers and at least 3 microfilm readers, with space for students to take notes.

Informal Reading Area (600 sq. ft.) Informal seating for 26 with adjacent shelving for 1,000 volumes; shelving not more than 5 shelves high to permit supervision from staffed areas. Smoking will be permitted in this area.

Photocopy work (120 sq. ft.) Room to house photocopy equipment.

Group Study Rooms (450 sq. ft.) Three soundproofed rooms for group discussions and group study, project work and case study. Each room to hold 6 persons with table work space.

Typing Cubicles (105 sq. ft.) Three cubicles at 35 sq. ft. each, soundproofed and equipped with electrical outlets.

Cubicle for the Blind (70 sq. ft.) One cubicle of 70 sq. ft. for reader and blind student, soundproofed and equipped with electrical outlet for playback equipment.

Graduate Student and Faculty Carrels (480 sq. ft.) Ten unassigned carrels, approximately 48 sq. ft. each for faculty and graduate students. Doors on carrels; each equipped with shelves, some of which can be locked.

Technical Preparation Division (700 sq. ft.) To accommodate staff and equipment for binding and marking and sorting.

Staff-Conference Room (340 sq. ft.) Conference room which will also be used as a lounge for male and female staff and student workers. Alcove provision for light cooking, including range, sink, refrigerator, and cabinets.

Smoking Area (1080 sq. ft.) Comfortable seating for 36, at approximately 30 sq. ft. each. Area may be subdivided for location at two or more points on this floor.

Second Floor (Lippincott Library)

Circulation Desk (280 sq. ft.) Located close to entrance to Reference area so that some control over exit can be exercised. Should be placed on the same side as the entrance so that outside book-return will deliver into area behind desk. There must be an automatic book lift or an inexpensive service elevator connecting the three floors of the Lippincott Library. An interior elevator or book lift in the Lippincott Library will not be necessary if the Circulation desk area backs up against the central core of elevators serving the entire building (Unit II). Access and proper control must be insured for use by the Lippincott Library.

Public Catalogue (375 sq. ft.) Should be located close to entrance; be visible from lobby outside; and be convenient to circulation, reference and technical process functions. Ten units, each having 60 drawers, and two consulting tables.

Reference Area (4975 sq. ft.) Should be located convenient to the Public Catalogue, to the periodical indexes and to the technical processes division work area. Reference librarians should be easy to spot when one enters this floor.

Reference Desk: To accommodate 2 reference librarians. (200 sq. ft.)

Reference Librarian's office: Space to accommodate 3 reference librarians at times when they are not on public duty. (225 sq. ft.)

Pamphlet files: 42 files of 3 drawers each to hold current reports, publications, etc, which are in pamphlet form. Available to public on self-service basis. One 60 drawer 3 x 5 card cabinet. (390 sq. ft.)

Reference shelving: To hold reference collection of approximately 15,000 volumes; direct access by public. (900 sq. ft.)

Reference Reading Area: Seating for 97 users at tables for 4, single carrel tables and informal seating. (2,660 sq. ft.)

Indexes and Index Consulting Area: These indexes form the key to much of the collection; they are very heavily used. Consulting space for 16 to 18 persons at one time. (600 sq. ft.)

Periodical Area (2,000 sq. ft.) Area should be adjacent to or close by periodical indexes. Shelving: 1,140 sq. ft. Seating for 40, at tables for 6, and informal seating.

Graduate Student and Faculty carrels (480 sq. ft.) Ten unassigned carrels, 48 sq. ft. each for faculty and graduate students. Doors; open and locked shelves.

Administrative Offices (560 sq. ft.)

Librarian's Office: with small conference table (210 sq. ft.)

Assistant Librarian's Office: (150 sq. ft.)

Secretary's Office: One secretary and 1 part-time student typist. (200 sq. ft.)

Supplies (50 sq. ft.) Library and office supplies.

Technical Preparation Division (1,350 sq. ft.) To accommodate staff which orders, receives, processes, and catalogues the library materials received. This section of Technical Preparation must be connected by elevator or booklift with the other section on the first floor.

Discussion Rooms (450 sq. ft.) Three soundproofed rooms for group discussions and group study, project work and case study. Each room to hold 6 persons with table work space.

Typing cubicles (140 sq. ft.) Four cubicles at 35 sq. ft. each, soundproofed and equipped with electrical outlets.

Third Floor (Lippincott Library)

Stacks (10,850 sq. ft.) Provide stacks to accommodate at least 150,000 volumes. If the ceiling height in this area permits the book stacks should be increased by two or more shelves above the normal seven to provide for storage and growth. Bracket types stacks should be of two depths; 1) for standard size volumes and 2) for periodicals and oversize volumes.

Stack carrels (1890 sq. ft.) Individual study and research carrels for 70.

Faculty carrels (960 sq. ft.) 20 unassigned carrels, approximately 48 sq. ft. each for faculty research. Doors on carrels; each equipped with shelves, some of which can be locked.

Work Area (100 sq. ft.) Work space for 2 stack pages.

Penniman Library

General spatial relationships.

Second Floor (Penniman Library)

Circulation desk set to permit the overall supervision of the Library by one attendant.

Reserve book area for open selecting and reading of non-circulating books. Supervision from the main circulation desk.

Non-circulating collection -- Curriculum Collection
College catalogues
Current periodicals

Special circulation collection -- Woody Seminar

Microfilm readers near or adjacent to the Research Seminar for the convenience of students or classes.

Librarian's Office accessible to both staff working area and reading area for reference help.

Staff working area near a main entrance to facilitate deliveries and near the circulation desk to permit maximum use of such materials as shelf list, Cumulative Books Index, and Order File, by both public and non-public workers. Each access to the stacks.

Description of the use of various areas, within Penniman Library that may be located on second floor of building:

Staff working area (700 sq. ft.)

Accommodates 7 persons carrying out non-public responsibilities.

Pleasant, well-lighted office space with individual desk facilities.

Five typewriters, seven desks and chairs, three additional chairs in the office area, small book truck at each desk, visible index, facilities for office storage (stationery, etc.), small correspondence file. Accommodation for staff coats, etc. Provision for shelf list and order files.

Shelving to house current work in progress.

Washbowl for convenience of staff (depending on general restroom location).

Adequate lighting for close record checking work.

Adjacent to circulation desk and connecting the Librarian's office. Office area accessible to the reference section of the public area. Near a main entrance for the convenience of deliveries.

General reading area (6,875 sq. ft.)

Study, reference, casual reading.

Open area, sufficient to permit traffic without disturbing those studying. Adequate reading light.

Study tables and chairs. Magazine display and storage racks (500 periodicals). Reference shelving (5,000 volumes). Verticle files for pamphlets and psychological tests.

Partitioned section to provide for open shelf, non-circulating, reserve books. Directly supervised from the circulation desk. About 75 readers and 1,000 volumes.

Reference section near the Librarian's office. Entrance to the stacks and all special sections accessible from this area. Circulation desk located to provide general supervision of the area.

Special areas, Woody Seminar (1,200 sq. ft.)

Graduate student browsing and pleasant reading room.

Books to circulate from the main circulation desk.

Comfortable chairs and table lamps. Smoking permitted. Large table for notes. Shelving to house 5,000 volumes; not more than 7 feet high. Glass display cases and glass fronted book shelves for rare books.

Access from main reading area. Permit some supervision from the circulation desk.

Special areas, College catalogues (300 sq. ft.)

Reference only -- no circulation.

Large tables and chairs for 15 people. Pamphlet type shelving for 3,000 catalogues.

Access from main reading room; supervision from circulation desk.

Third Floor (Penniman Library)

Description of the use of various areas, within Penniman Library, that may be located on third floor of building:

Stacks (10,750 sq. ft.)

Open stack: This stack must have access to the Main Library stack so that related materials will be as close together as possible.

Sufficient study facilities in the stack area, especially abundant and well lighted in the section that will accommodate the bound periodicals.

Open carrels and some group facility. Attached sliding ladders for reaching books on upper shelves, if the stacks are planned ceiling height.

Access from the main reading room and from staff work area, if possible.

Special areas, Graduate seminar and group study room (600 sq. ft.)

Individual facilities for graduate students to collect materials on which they are working. Class seminars having some reason to be meeting in the Library.

Provision for individual study and class seminars occurring simultaneously. Perhaps room dividers.

Large study tables to accommodate about 30 persons. Individual study areas for 10 to 12 students.

Supervision from circulation desk. Area must be controlled.

Near listening and viewing room; or incorporate facilities in this area.

Special areas, Microfilm reading area (150 sq. ft.)

Easily controlled lighting. Proper ventilation.

Two microfilm readers, study table for related materials. Storage for limited amount of currently used films.

Adjacent to graduate seminar. Perhaps movable partition.

Faculty-student research seminar (500 sq. ft.)

Individual study of advanced nature where materials may be collected and held for limited use.

Accommodate about 12 persons.

Individual tables and chairs. Perhaps carrels. Provision for personal storage of a limited nature, such as portable typewriters, etc.

Soundproof typing area for 2 commercial typewriters and 2 personal typewriters.

Near the graduate seminar; adjacent to curriculum collection; near the microfilm reading area; near the Woody Seminar, if possible.

Listening and viewing room (250 sq. ft.)

Reviewing and selecting records or documentary films for teaching purposes.

Accommodate about 6 persons.

Table, chairs, storage provision for projector, various small viewers.

Listening post and earphones for one; provision for 2 additional. Easily controlled lighting. Unobstructed wall for projection of film or slides.

Near curriculum collection or incorporated in curriculum laboratory.

Curriculum Collection (1,750 sq. ft.)

Largely non-circulation reference collection for selecting texts for class purchasing. Outlines the curriculum in various schools.

Large room with adequate light.

Large tables for comparing materials. Shelving for 4,000 volumes. About 20 filing cabinets for for curriculum materials.

Supervision from circulation desk. Area must be controlled.

Near listening and viewing room; or incorporated facilities in this area.

South Asia Regional Studies

Librarian's Office (180 sq. ft.)

Use: To provide work space for Librarian and her assistant.

Location: Should abut reading room.

Control: Locked office.

Requirements: Room for 2 people; should abut the reading room; Librarian should be able to view Circulation desk and reading room from office.

Books: Work shelving only.

Seats: 2 persons.

Circulation Desk and workroom (600 sq. ft.)

Use: Counter over which books must be checked out, with adequate shelving behind and space for returned books, with adjacent work area for 5 people.

Location: Must abut reading room and control it.

Control: All users leaving library must pass this desk. Work area not directly accessible to public.

Requirements: Desk should abut reading room; operate as control point for exit from reading room; separated from work area by baffle or barrier to enclose sound; counter with storage and shelving underneath, charge card storage, and 2 sections of shelving behind for reserve books. Workroom should provide work space for 5 people and shelving space for up to 500 books; plus supply storage, shelf-list file, and other library necessities.

Books: 500 books in work room; and 2 sections shelving for reserve books behind circulation desk.

Seats: 5 persons in workroom.

Circulation desk: (100 sq. ft.) for workroom and desk.

Reading room (1,500 sq. ft.)

Use: To accommodate readers for study, reading and reference purposes, seating both at tables and easy chairs. Houses the public catalogue.

Location: Adjacent to Circulation Desk-Workroom area and Librarian's office.

Control: Circulation desk controls area.

Requirements: Open shelving divided into (1) open periodical and newspaper section; (2) reference section which is near the Circulation Desk; (3) seating at tables (majority) and easy chairs; (4) public catalogue near Circulation Desk. Daylight desirable in reading room. Must give access vertically or horizontally to SARS stack area.

Books: Open shelves for 1,000 volumes; flat display for 500 periodicals; racks for 30 newspapers.

Seats: 40 readers.

Two Research Offices, each 300 sq. ft. (Total 600 sq. ft.)

Use: When not in use for research projects, shall be used for seminar classes using Library materials and for a group-study room within which noise can be contained.

Location: Must open off reading room.

Control: Controlled by Circulation Desk.

Requirements: Must be able to shut off from reading room so noise can be contained; abut reading room so users must pass by Circulation Desk.

Books: Wall shelving.

Seats: 10-15 persons each.

Ten Graduate and Faculty studies (420 sq. ft.)

Users: Graduate students writing theses and by faculty members working on long-term research.

Location: Preferably near reading room.

Control: Locked doors.

Requirements: Four studies 60 square feet each, for faculty; containing desk, chair, and shelving; preferably located near reading room; may also be placed in stack area. Six 30 square feet each, for graduate students; open carrel type.

Books: Shelving in faculty research studies; two shelves each for graduate carrels.

Seats: 1 chair and desk per study

4 studies at 60 sq. ft. each	240
6 carrels at 30 sq. ft. each	180
TOTAL	420 sq. ft.

Stack Area (1,700 sq. ft.; included in Main Library Stack total)

Use: To house SARS books.

Location: Preferably ground floor; possibly 1st, 2nd or Stack Floor. (Note: Program section places on 4th floor of building; the same as SARS.)

Control: All users of library and stack area must pass by Circulation Desk.

Requirements: Accessibility to reading room either vertically or horizontally; Circulation Desk should control entrance/exit to Stack Area; newspaper shelving should be provided.

Books: 25,000 books.

Seats: Studies and carrels may occupy peripheral walls.

TOTAL SPACE: 5,000 square feet (including 1,700 square feet of Main Library stacks)

TOTAL SEATS: 60

Edgar Fahs Smith Memorial Collection

Reading-exhibition Room, Smith Room (720 sq. ft.)

Use: Area for research, editing and study.

Location: Stack level.

Control: Custodian must be at point where all traffic in and out of room must pass by her.

Requirements: To house furniture which will be brought with the collection, room should be in suitable design to accommodate the Victorian furniture. Decor of room should be commensurate with scholar's library which will be housed therein.

Seats: Available furniture provides 12 seats.

Custodian's Workroom (140 sq. ft.)

Use: Area where custodian will maintain records of the collection, receive and process books and other materials, maintain circulation record, prepare correspondence, clean, paste and repair books. Available furniture -- 1 small sofa, 1 new 8 drawer metal print cabinet.

Location: Adjacent to Smith Room.

Control: Custodian must be able to control main entrance and entrance to stack area.

Requirements: 1 sink, access to locked stacks. Wall shelving.

Seats: one attendant.

Stacks (1,140 sq. ft.; included in Main Library Stack total)

Use: To house the EFS books and provide special facilities for housing and preserving the special kinds of materials -- pictures, prints, laboratory apparatus, etc.

Location: Stack level.

Control: Locked, with exit through custodian workroom.

Requirements: Air conditioning and humidity control must make possible the preservation of rare materials.

Access from both workroom and Smith room; but workroom only, if only one access is possible. Both open and closed ranges (closed off by steel mesh doors). Stack must house books, pamphlets, manuscripts, pictures, equipment and memorabilia. Stack area may be caged off section of Main Library stacks.

Books: 15,000 volumes.

Sq. Ft.: 1,000 sq. ft. for 15,000 volumes
140 sq. ft. for non-book material
1,140 sq. ft. total

TOTAL SEATS: 12

TOTAL SPACE: 2,000 square feet.

Union Library Catalogue

Catalogue Room (3,000 sq. ft.)

Use: Room to house ULC card catalogues and the Bibliography of American Literature.

Location: Basement.

Control: Locked -- one exit-entrance.

Requirements: Area of 400 sq. ft., separated from rest, to hold the Bibliography of American Literature. Area so arranged as to be easily utilized by Main Library, if the ULC moves from the area.

Books: None.

Seats: None.

Workroom (660 sq. ft.)

Use: Area where staff performs work to maintain catalogue and answer requests.

Location: Adjacent to Catalogue room.

Control: One lockable entrance.

Requirements: Area air-conditioned and comfortable; should have outside light; facilities for telephone and teletype. Arranged to be easily utilized by the Main Library, if the ULC moves. Toilet facilities available to staff. Partitions to give Director privacy.

Books: Small reference collection.

Seats: No public seats.

Storage (340 sq. ft.)

Use: To house office supplies, etc.

Location: Adjacent to staff work area.

Control: Locked.

Requirements: Supply shelving and open stacking space.

Books: None.

Seats: None.

SCHEDULES AND ADMINISTRATION

Schedule

The schedule for the development of plans and contract documents, tentatively established by the General State Authority, is as follows:

July, 1962	Program completed.
October, 1962	Presentation to GSA. Sketch phase.
March, 1963	Presentation to GSA. Preliminary phase.
September, 1963	Presentation to GSA. Pre-final drawings (complete as for taking bids).
November, 1963	Presentation to GSA. Final submission of completed drawings and contract documents.

Upon final review and acceptance by the General State Authority, bids will be taken and construction awards may be made approximately in February or March, 1964.

It is estimated that construction will require sixteen months. It is hoped that these facilities will be ready for occupancy November, 1965.

71/72/73

Administration

The development of the design and construction phases of this project will be administered by the Office of the Construction Engineer in the Business and Financial Vice-President's Office. This Office will coordinate all meetings with the Project Building Committee.

To insure the development of a project that will be consistent with the University Development Plan, the Office of the Construction Engineer will schedule periodic reviews of each phase of the architect's work with the University Planning Office, the University's Design Review Committee, and the University's landscape architectural consultant. The Construction Engineer's Office will also arrange for the review of the appropriate phases of the architect's work with the Department of Buildings and Grounds, in order to make adequate provision for building maintenance, fire protection, waste collection and protection against vandalism.